

CHILD AND ADULT CARE FOOD PROGRAM (Child Care Component)

VENDOR AGREEMENT TO PROVIDE MEALS/SNACKS

This agreement is executed between _____ and
(Name of Vendor)

(Child Care Facility)

Whereas the facilities of _____
(Name of Vendor)

agree to operate in accordance with the Child and Adult Care Food Program (CACFP) regulations 7 CFR 226. This includes that the facility is adequate to prepare the required number of meals and snacks; has a current federal, state, or local health certification; and adheres to the health and sanitation requirements.

(Name of Vendor)

agrees to supply the following meals to _____
(Child Care Facility)

located at: _____
(Child Care Facility Location)

A. Check all that apply: ☐ Breakfast ☐ Snack ☐ Lunch ☐ Supper

B. These meals/snacks will be delivered: ☐ Unitized (individual packaged meals) ☐ Non-unitized

C. The portion sizes and components for the meals and snacks will be provided in accordance with current meal and snack pattern guidelines established by the United States Department of Agriculture and required under the Child and Adult Care Food Program. Documentation including delivery slips, production records, Child Nutrition (CN) labels, and other documentation that demonstrates meal pattern compliance will be provided to the center on request. Refer to Attachment A for the meal patterns.

D. Meals/snacks shall be delivered/picked up by _____
(Indicate "delivered" or "picked up") (Specify Vendor or Child Care Facility)

at _____.
(Specify Time)

E. _____ will provide proper containers
(Specify Vendor or Child Care Facility)

to maintain safe temperatures of food and milk while in transit.

F. The number of meals to be supplied will be _____. The number of meals may be increased or decreased
_____ by _____
(How frequently) (Specify the time and date as well as method for adjusting orders)

G. The price of meals shall be:

Breakfast	\$ _____	each
Snack	\$ _____	each
Lunch	\$ _____	each
Supper	\$ _____	each

(OVER)

H. The _____
(Child Care Facility)

will not pay _____
(Name of vendor)

for meals which are delivered outside of the agreed upon delivery time, are spoiled or unwholesome at the time of delivery, or do not otherwise meet the meal requirements for the CACFP.

IN FURTHER AGREEMENT _____, pursuant to
(Name of Vendor)

the provisions of the Child and Adult Care Food Program Regulations, will assure that said meals and snacks meet the minimum requirements for nutritive value and content, and will maintain full and accurate records that the Child Care Institution will need to meet its responsibility, including the following:

1. Menu Records

Daily menu records and daily production records listing the total amount of food prepared, and daily delivery records listing amounts of food supplied.

2. Meal Billing

A bill including the total number of meals and snacks supplied by type and total charge must be reported to the Child Care Institution promptly at the end of each month.

Retain the meal service records specified above for a period of three (3) years from the date of receipt of final payment under the contract, or in cases where an audit requested by the State agency or the Department remains unresolved, until such time as the audit is resolved. Upon request, make all accounts and records pertaining to the program available to representatives of the State of Wisconsin Department of Public Instruction, United States Department of Agriculture, and the federal General Accounting Office for audit or administrative review at a reasonable time and place.

IN THE EVENT the vendor is receiving Federal assistance under the Child and Adult Care Food Program, National School Lunch Program, School Breakfast Program, Special Milk Program, or Summer Food Service Program, or is receiving donated commodities, the following paragraph shall be considered a part of this Agreement.

Payments made to the vendor under this Agreement shall be deposited into its non-profit food service account and all expenditures made by the vendor in connection with this Agreement shall be paid from such account.

THIS AGREEMENT shall be effective as of _____ until _____.
It may be terminated by notice in writing given by either party to the other at least thirty (30) days prior to the date of termination. The following parties have executed this Agreement, effective the month, day, and year specified above.

(Vendor Representative) (Child Care Facility's CACFP Authorized Representative)

(Title) (Title)

(Date) (Date)

ATTACHMENT A

CACFP Meal Pattern Requirements—Children (Age 1 through 12)ⁱ

The meal must contain, at a minimum, each of the components listed in at least the amounts indicated for the specific age group in order to qualify for reimbursement.

	Age 1 & 2	Age 3, 4, & 5	Age 6 through 12 ⁱ
BREAKFAST			
1. Milk, fluid ^j	1/2 cup	3/4 cup	1 cup
2. Juice, ^a fruit or vegetable or Fruit(s) or vegetable(s)	1/4 cup 1/4 cup	1/2 cup 1/2 cup	1/2 cup 1/2 cup
3. Grains/Breads: ^b			
Bread	1/2 slice	1/2 slice	1 slice
Cornbread, biscuits, rolls, muffins, etc ^b	1/2 serving	1/2 serving	1 serving
Cereal:			
Cold dry	1/4 cup or 1/3 oz ^c	1/3 cup or 1/2 oz ^c	3/4 cup or 1 oz ^c
Hot cooked	1/4 cup total	1/4 cup	1/2 cup
Cooked pasta or noodle products	1/4 cup	1/4 cup	1/2 cup
LUNCH OR SUPPER			
1. Milk, fluid ^j	1/2 cup	3/4 cup	1 cup
2. Meat or meat alternate:			
Meat, poultry, fish, cheese	1 oz	1+1/2 oz	2 oz
Alternate protein products ^g	1 oz	1+1/2 oz	2 oz
Yogurt, plain or flavored, unsweetened or sweetened	4 oz or 1/2 cup	6 oz or 3/4 cup	8 oz or 1 cup
Egg	1/2 egg	3/4 egg	1 egg
Cooked dry beans or peas	1/4 Cup	3/8 cup	1/2 cup
Peanut butter or other nut or seed butter	2 Tbsp.	3 Tbsp.	4 Tbsp.
Peanuts or soy nuts or tree nuts or seeds	1/2 oz = 50% ^d	3/4 oz = 50% ^d	1 oz = 50% ^d
3. Vegetable and/or fruit ^e (at least two)	1/4 cup total	1/2 cup total	3/4 cup total
4. Grains/Breads: ^b			
Bread	1/2 slice	1/2 slice	1 slice
Cornbread, biscuits, rolls, muffins, etc ^b	1/2 serving	1/2 serving	1 serving
Cereal, hot cooked	1/4 cup total	1/4 cup	1/2 cup
Cereal, cold, dry	1/4 cup or 1/3 oz ^c	1/3 cup or 1/2 oz ^c	3/4 cup or 1 oz ^c
Cooked pasta or noodle products	1/4 cup	1/4 cup	1/2 cup
SNACK			
Select two of the following four components:			
1. Milk, fluid ^j	1/2 cup	1/2 cup	1 cup
2. Juice, a,f fruit or vegetable or Fruit(s) or vegetable(s)	1/2 cup 1/2 cup	1/2 cup 1/2 cup	3/4 cup 3/4 cup
3. Grains/Breads: ^b			
Bread	1/2 slice	1/2 slice	1 slice
Cornbread, biscuits, rolls, muffins, etc ^b	1/2 serving	1/2 serving	1 serving
Cereal:			
Cold dry	1/4 Cup or 1/3 oz ^c	1/3 cup or 1/2 oz ^c	3/4 cup or 1 oz ^c
Hot cooked	1/4 cup	1/4 cup	1/2 cup
4. Meat or meat alternate			
Meat, poultry, fish, cheese	1/2 oz	1/2 oz	1 oz
Alternate protein products ^g	1/2 oz	1/2 oz	1 oz
Egg, Large ^h	1/2 egg	1/2 egg	1/2 egg
Cooked dry beans or peas	1/8 Cup	1/8 cup	1/4 cup
Peanut butter or other nut or seed butter	1 Tbsp.	1 Tbsp.	2 Tbsp.
Peanuts or soy nuts or tree nuts or seeds	1/2 oz	1/2 oz	1 oz
Yogurt, plain or flavored, unsweetened or sweetened	2 oz or 1/4 cup	2 oz or 1/4 cup	4 oz or 1/2 cup

a Must be full strength fruit or vegetable juice.

b Bread, pasta or noodle products, and cereal grains shall be whole grain or enriched, cornbread, biscuits, rolls, muffins, etc., shall be made with whole grain or enriched meal or flour.

c Either volume (cup) or weight (oz), whichever is less.

d No more than 50% of the requirement shall be met with tree nuts or seeds. Tree nuts and seeds shall be combined with another meat/meat alternate to fulfill the requirement. For purpose of determining combinations, 1 oz. Of nuts or seeds is equal to 1 oz. of cooked lean meat, poultry or fish.

e Serve 2 or more kinds of vegetable(s) and/or fruit(s). Full strength vegetable or fruit juice may be counted to meet not more than one-half of this requirement.

f Juice may not be served when milk is the only other component.

g Alternate protein products may be used as acceptable meat alternates if they meet the requirements on the following page.

h One-half egg meets the required minimum amount (one-ounce or less) of meat alternate.

i Youth ages 13 through 18 must be served minimum or larger portion sizes than those specified for ages 6 through 12.

j. Fluid milk must be fat-free (skim) or low-fat milk.

Guidance Memorandum 13C, revision date 6/13

See the DPI CACFP website at http://fns.dpi.wi.gov/fns_centermemos for the most current version.

Alternate Protein Products

A. What are the criteria for alternate protein products used in the Child and Adult Care Food Program?

1. An alternate protein product used in meals planned under the provisions in Sec. 226.20 must meet all of the criteria in this section.
2. An alternate protein product whether used alone or in combination with meat or meat alternate must meet the following criteria:
 - a. The alternate protein product must be processed so that some portion of the non-protein constituents of the food is removed. These alternate protein products must be safe and suitable edible products produced from plant or animal sources.
 - b. The biological quality of the protein in the alternate protein product must be at least 80 percent that of casein, determined by performing a Protein Digestibility Corrected Amino Acid Score (PDCAAS).
 - c. The alternate protein product must contain at least 18 percent protein by weight when fully hydrated or formulated. ("When hydrated or formulated" refers to a dry alternate protein product and the amount of water, fat, oil, colors, flavors or any other substances which have been added).
 - d. Manufacturers supplying an alternate protein product to participating schools or institutions must provide documentation that the product meets the criteria in paragraphs A.2. a through c of this appendix.
 - e. Manufacturers should provide information on the percent protein contained in the dry alternate protein product and on an as prepared basis.
 - f. For an alternate protein product mix, manufacturers should provide information on:
 - (1) The amount by weight of dry alternate protein product in the package;
 - (2) Hydration instructions; and
 - (3) Instructions on how to combine the mix with meat or other meat alternates.

B. How are alternate protein products used in the Child and Adult Care Food Program?

1. Schools, institutions, and service institutions may use alternate protein products to fulfill all or part of the meat/meat alternate component discussed in Sec. 226.20.
2. The following terms and conditions apply:
 - a. The alternate protein product may be used alone or in combination with other food ingredients. Examples of combination items are beef patties, beef crumbles, pizza topping, meat loaf, meat sauce, taco filling, burritos, and tuna salad.
 - b. Alternate protein products may be used in the dry form (nonhydrated), partially hydrated or fully hydrated form. The moisture content of the fully hydrated alternate protein product (if prepared from a dry concentrated form) must be such that the mixture will have a minimum of 18 percent protein by weight or equivalent amount for the dry or partially hydrated form (based on the level that would be provided if the product were fully hydrated).

C. How are commercially prepared products used in the Child and Adult Care Food Program?

Schools, institutions, and service institutions may use a commercially prepared meat or meat alternate product combined with alternate protein products or use a commercially prepared product that contains only alternate protein products.



CACFP Infant Meal Pattern Birth through 11 Months



To comply with the Child and Adult Care Food Program regulations, it is the responsibility of child care centers caring for infants to purchase all required meal components on the Infant Meal Pattern according to the different age groups in care. The Infant Meal Pattern lists the minimum amount of food to be offered to infants from birth through 11 months. The infant meal must contain each of the following components in at least the amounts indicated for the appropriate age group in order to qualify for reimbursement. Food within the meal pattern should be the texture and consistency appropriate for the development of the infant and may be served during a span of time consistent with the infant's eating habits; for example, the food items for lunch might be served at two feedings between 12 noon and 2 p.m. Solid food should be introduced gradually to infants when developmentally ready and instructed by the parent.

Items on the following meal chart with a “•” indicate the items are required and must be provided to the infant in order to claim reimbursement for that meal. Items listed under “When developmentally ready” are required only when the infant is developmentally ready to accept them.

Birth through 3 months	4 through 7 months	8 through 11 months
Breakfast		
<ul style="list-style-type: none"> • 4–6 fl oz formula¹ or breast milk^{2,3} 	<ul style="list-style-type: none"> • 4–8 fl oz formula¹ or breast milk^{2,3} <p><u>When developmentally ready</u> 0–3 T infant cereal¹</p>	<ul style="list-style-type: none"> • 6–8 fl oz formula¹ or breast milk^{2,3} and • 1–4 T fruit or vegetable or both and • 2–4 T infant cereal¹
Lunch/Supper		
<ul style="list-style-type: none"> • 4–6 fl oz formula¹ or breast milk^{2,3} 	<ul style="list-style-type: none"> • 4–8 fl oz formula¹ or breast milk^{2,3} <p><u>When developmentally ready</u> 0–3 T infant cereal¹ and 0–3 T fruit or vegetable or both</p>	<ul style="list-style-type: none"> • 6–8 fl oz formula¹ or breast milk^{2,3} and • 1–4 T fruit or vegetable or both and • 2–4 T infant cereal¹ <p>or in place of infant cereal you may serve a meat/meat alternate</p> <ul style="list-style-type: none"> ○ 1–4 T meat, fish, poultry, egg yolk, cooked dry beans or peas; or ½–2 oz cheese; or 1–4 oz (volume) cottage cheese; or 1–4 oz (weight) cheese food, cheese spread <p>or you may also serve</p> <ul style="list-style-type: none"> ○ both the infant cereal and meat/meat alternate
Snack		
<ul style="list-style-type: none"> • 4–6 fl oz formula¹ or breast milk^{2,3} 	<ul style="list-style-type: none"> • 4–6 fl oz formula¹ or breast milk^{2,3} 	<ul style="list-style-type: none"> • 2–4 fl oz formula¹ or breast milk^{2,3} or fruit juice⁴ <p><u>When developmentally ready</u> 0–½ slice bread⁵ or 0–2 crackers⁵</p>

¹Infant formula and dry infant cereal must be iron-fortified.

²Breast milk or formula, or portions of both, may be served; however, it is recommended breast milk be served in place of formula from birth through 11 months.

³For some breastfed infants who regularly consume less than the minimum amount of breast milk per feeding, a serving of less than the minimum amount of breast milk may be offered with additional breast milk offered if the infant is still hungry.

⁴Fruit juice must be full-strength.

⁵A serving of this component must be made from whole-grain or enriched meal or flour.